**Mayhill Junior School Job Description**

**Learning Support Assistant**

 **(***This job description is to be read in conjunction with Hampshire County Council’s Role Profile (PBZGENED7) which specifies entry requirements and operational effectiveness criteria.*

Post Holder:

Role Title: Learning Support Assistant (LSA)

Responsible to: The AHT (Inclusion) and Headteacher

Role Purpose To provide support for pupils, staff and the school to

 foster the effective participation of pupils in the social and

 academic processes of the school; enabling pupils to

 become independent learners and raising their standards of

attainment. Support children with medical needs, where appropriate.

Grade B or C depending on experience

At Mayhill Junior School all staff share a collective responsibility for the education and welfare of pupils. We foster a team approach where colleagues are supportive of each other and of Mayhill Junior School’s agreed aims, policies and procedures. We set high professional standards for ourselves, ensuring that we each contribute to the effective running and success of the school.

Your role will require you to:

* Deliver programmes of support to groups or individuals based on the assessment of pupils’ needs.
* Work unsupervised with individuals or groups of children, helping to ensure that pupils are kept on task and complete activities set by teachers.
* Prepare classroom materials and help develop and implement lesson plans.
* Make judgements and provide feedback about pupil progress with reference to the teacher.
* Maintain expected standards of pupil behaviour, in line with school policy.
* Contribute with the teacher to the lesson content and aims and support the teacher in testing and assessment.
* Assist the SENCo and Class Teachers in initiating, monitoring, maintaining and reviewing records of individual pupil’s progress
* Supervise, mark and record national and school-based assessments as required and provide support for pupils during national tests and QCA assessments.
* Assist with pupils who have physical, sensory, language or behavioural needs at the direction of the Headteacher or SENCo
* In conjunction with the teacher or SENCO, liaise or report to parents on pupil progress.
* Work as a member of the Learning Support Team, including attending SEND meetings, relevant whole school professional development training and Parents’ Evenings.
* Comply with school, national and statutory policies including those for Child Protection, Health and Safety, Behaviour, Race Equality and Disability and Discrimination.
* Provide personal care, including feeding, and medical support as needed.
* Undertake breaktime/lunchtime duties under the direction of the Headteacher.
* Work with External Agencies to develop programmes and provide support for pupils and parents; including contributing to Annual Reviews, multi-agency meetings or requests for Statutory Assessment.
* Undertake periodic whole class supervision in the temporary, short-term absence of the class teacher.
* Meet with teachers to monitor progress against Learning Plan targets; providing feedback to the pupil, parent or teacher as required.
* Support the school by participating in external visits.
* Take responsibility for your own professional development, including setting and working towards annual performance objectives.
* Maintain confidentiality at all times with regard to pupil information and school matters.

**Grade C - LSA** - You may also be required to:

* Undertake an induction/mentoring responsibility for other LSAs.
* Brief and support new staff, including teachers, on the stage of development of pupils.
* Lead professional development of staff INSET.
* Manage and/or deploy other LSAs.
* Take a lead responsibility for meetings with external school contacts, e.g. parents, Educational Psychologist.

You will be expected to have a recognised area of responsibility in the school. This will be discussed with you after appointment.

This job description has been drawn up using HCC Role Profiles and the school’s existing Job Description.

June 2010